

**1. PURPOSE AND SCOPE**

The purpose of this SPP is to provide instructions for planning and scheduling Evaluation and Assessment (E&A) activities, including audits, surveillances, and assessments of the High-Level Waste (HLW) Program; and to ensure that activities affecting quality are being accomplished in accordance with Quality Assurance Program requirements.

**2. REFERENCES**

- a. DOE/RW-0333P, Office of Civilian Radioactive Waste Management (RW), Quality Assurance Requirements and Description (QARD)
- b. SPP 4.02, Audits
- c. SPP 4.03, Readiness Reviews and Surveillances
- d. SPP 7.01, Quality Records

**3. GENERAL**

**a. Discussion**

The E&A Schedule is a tool for management and personnel involved in the overview of the HLW programs to plan for the various E&A activities scheduled for the year. Input used to compile the schedule is received from the sites, headquarters' program management, and quality program staff. Flexibility is built into the procedure to allow changes in the schedule when conflicts arise. Through this process, HLW E&A activities are tracked, from conception through completion.

**b. Definitions**

See SPP Glossary of Terms and Acronyms.

#### **4. PROCEDURE**

##### **a. Planning the Annual E&A Schedule**

###### **Performer**

HLW QAPM

###### **Action**

- (1) Reviews the necessary information to prepare an annual E&A Schedule such as:
  - (a) Input from affected PMs
  - (b) Copies of the Program Plans, Project Plans, Milestone and Work Schedules, Quality Assurance Program Descriptions, and other related technical documents that describe the activities that each participating organization is to perform and which quality assurance controls have been assigned to those activities;
  - (c) Copies of Operations Office's, and Project Office's E&A Schedules, which have been submitted to the Program Managers
  - (d) Copies of applicable standards, orders, and other requirements documents that define or specify the overview and verification process requirements to be implemented;
  - (e) Changes in performing evaluations per the E&A Schedule shall be noted with an explanation as a footnote on the schedule.

##### **b. Preparing the Annual E&A Schedule**

###### **Performer**

HLW QAPM

###### **Action**

- (1) Uses the information gathered to prepare the annual E&A Schedule
- (2) Ensures that the schedule identifies the following:
  - (a) The principal activities or organizations to be evaluated;

***EVALUATION AND ASSESSMENT  
ACTIVITIES***

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**Performer**

**Action**

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(b) The type of evaluation that is scheduled; and

(c) Any unscheduled activities completed from previous schedules.

PM

(3) Reviews and signs the appropriate line in the E&A Schedule to indicate concurrence.

HLW QAPM

(4) Ensures that the schedule includes an annual audit of the internal quality assurance program implementation and effectiveness.

(5) Reviews, approves, and distributes the annual E&A Schedule.

**c. Revising of E&A Schedule(s)**

**Performer**

**Action**

PM / HLW QAPM

(1) Prepares revisions to the annual E&A Schedule, if needed, based upon receipt of updated Project Office's or Operations Office's E&A Schedules; and to show the status of completion, cancellation, or rescheduling for previous quarter activities.

PM

(2) Reviews and concurs with the revised E&A Schedule by signing a review concurrence form.

HLW QAPM

(3) Reviews, approves, and distributes the revised E&A Schedule.

**d. Records**

**Performer**

**Action**

PM / HLW QAPM

(1) Ensure that the following records are processed as nonpermanent records into the central records facility in accordance with SPP 7.01:

(a) Annual E&A Schedule

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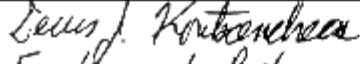
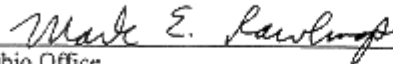

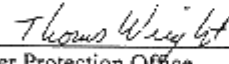
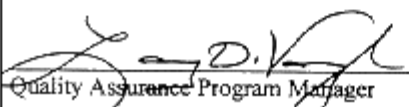
**5. ATTACHMENTS**

None

**6. REVISION HISTORY**

<b><u>Revision</u></b>	<b><u>Description</u></b>	<b><u>Effective Date</u></b>
0	New Procedure	3/24/97
1	Removed QAPD reference; revised approval section per new EM organization; electronic reformatting; addressed internal audit issues regarding clarification of "Performers;" minor editorial changes. As this is a major revision, change bars are not retained, in accordance with SPP 2.01, paragraph 4.d.(1).(b).	5/8/00
2	Minor formatting and editorial revisions at paragraphs 4.a, 4.b.(b), and section 7. Revised "quality records system" in paragraph 4.d.(1) to "central records facility." Revised "Office of River Protection" to "River Protection Office" and QAPM approval in section 7. Minor editorial revisions at 4.b.2.(b). Deleted 4.d.(1).(b).	See SPP Index

7. CONCURRENCE AND APPROVAL

	 <u>For Kenneth Picha</u> Office of Technical Program Integration Office of Integration and Disposition	<u>12/21/00</u> Date
	 Ohio Office Office of Site Closure	<u>12/21/00</u> Date
	 Savannah River Office Office of Project Completion	<u>12/21/2000</u> Date
Rev 2	 River Protection Office Office of Project Completion	<u>12/19/00</u> Date
Rev 2	 Quality Assurance Program Manager	<u>12/22/00</u> Date